

Navigating Online Manuals

Online Operational Manuals

Introduction

PPQ's operational manuals are saved as Adobe Portable Document Files (PDF documents). PDF documents either allow the end users to print a manual where the pages are complete with headers, footers, page numbers, and all the regular navigational features of a printed document; or allow the end users to access a manual online where it is accessed like a web browser with bookmarks, internal and external links, and searching capabilities. In order to effectively use the electronic manuals as PDF documents, presented here are tips about the following topics:

- ◆ [Navigational Features](#)
- ◆ [Linking Features](#)
- ◆ [Keyword Searching](#)
- ◆ [Tutorials for Adobe PDF Documents](#)

Navigational Features

There are many ways to navigate PDF documents using Adobe Reader. Briefly described here are four ways.

1. [Browse Buttons](#)
2. [Scroll Bar](#)
3. [Page Numbers](#)
4. [Bookmarks](#)

Browse Buttons



Figure 1: Browse Buttons in the Task Bar

The first way to navigate through a PDF document is to use the browse buttons in the task bar that is at the top of the screen (see [Figure 1](#)). (Similar buttons are in the status bar at the bottom of the screen.)

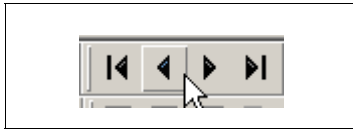


Figure 2: Browse Buttons with Single Arrows

The browse buttons with single arrows move forwards or backwards in a linear fashion (see [Figure 2](#)).



Figure 3: Browse Buttons With Arrows Pointing Towards Vertical Lines

The browse buttons with arrows pointing towards vertical lines move either to the first page or the last page of the PDF document (see [Figure 3](#)).



Figure 4: Double Browse Buttons in the Task Bar

The browse buttons with double arrows differ from the single arrows in that they move forwards or backwards depending on the pages already viewed, allowing users to retrace their reading process through the PDF document (see [Figure 4](#)).

Scroll Bar

The second way to navigate through a PDF document is to use the *scroll bar* that is along the right side of the screen.

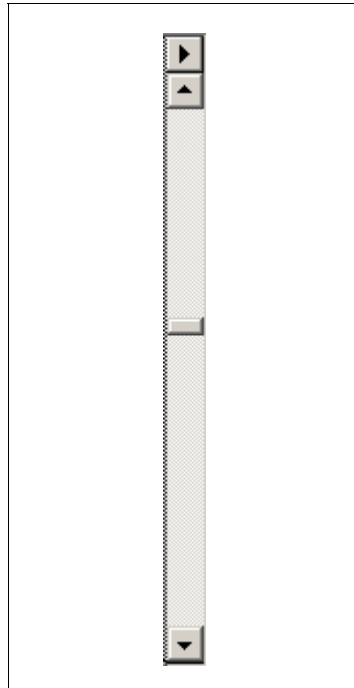


Figure 5: Scroll Bar

Click on the down arrow or the up arrow at either end of the scroll bar to move backwards or forwards (see [Figure 5](#)). Click and hold the mouse on the scroll box and drag it along the bar; a dialogue box appears showing the page users will jump to when the hold is released.

Page Numbers

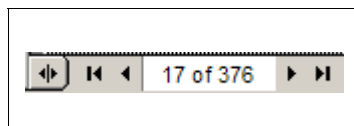


Figure 6: Page Numbers in the Status Bar

The third way to navigate through a PDF document is to use the *page numbers* in the status bar that is at the bottom of the screen (see [Figure 6](#)). Notice that the page numbers of the document as a PDF **do not** correspond to the printed page numbers.

EXAMPLE

Go to the first page of the *Introduction* of an operational manual. Using the vertical scroll bar, scroll down the page until you can see the page number: 1-1-1. Compare the printed page number to the PDF page number in the status bar: 17 of 376. The PDF page number 17 is equal to the printed page number 1-1-1. To print this page from the PDF document, you would enter 17 (not 1-1-1).

Bookmarks

The last way to navigate through a PDF document is to use the *bookmarks* in the navigation pane along the left side of the screen. Click on the bookmarks tab to see them. Most of the import manuals

have bookmarks that show chapter (Introduction), section (if applicable), and headings (Content). Some short documents **do not** have bookmarks.

If **not** open, click on the chapters to better see sections and headings within each. Click on any bookmark to display the first page of that section or heading in the display window.

Linking Features

There are two kinds of links used in the PDF documents: internal and external. *Internal links* allow users to jump to a particular section or heading of the manual without having to turn pages or scroll down through the manual. External links allow users to jump outside of the manual, usually to a web site that provides additional information not contained within the manual.

While in Adobe Reader, the pointer becomes the hand tool. When the hand tool passes over an active link, the hand turns to a pointing finger. All internal links are indicated in blue and usually point to a decision table or a section heading. All entries listed in a table of contents are active links. Click once on the active link to jump to the referenced information. Click on the double arrows in the task bar to return to the point from which the active link was selected.

External links work the same as internal links in that they are indicated in blue, are underlined, and when the hand tool passes over as active link, the hand turns to a pointing finger. However, the active link is usually a web site address (URL) that when clicked will open a web browser. All external links require active connection to the Internet and a properly installed web browser. To return to the PDF document, select or bring to the front, the Adobe Reader application window.

Keyword Searching

Searching for keywords within PDF documents allows users to quickly locate specific content.



Figure 7: Binoculars in the Task Bar Used to Initiate Searches

To search within a PDF document, click on the binoculars in the task bar at the top of the screen (see [Figure 7](#)). A 'Find' dialogue box appears in which users can type in a keyword and press the 'Find' button. There are options to 'Match Whole Word Only,' 'Match Case', or 'Find Backwards' that narrow the search.

Tutorials for Adobe PDF Documents

There are many available tutorials that introduce the different ways of navigating Adobe PDF documents. Some of the better tutorials were created by the Michigan Curriculum Framework and reside at the following URL: <http://www.remcll.k12.mi.us/FW/help.pdf>

